

PERMANENT CHANGE OF STATION (PCS) CHECKLIST PREPARING TO MOVE OVERSEAS

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| | Your new supervisor will assign you a sponsor. Provide them with how best to contact you. |
| | The gaining CPAC needs information to prepare your PCS orders. Do this first. You will need your PCS orders to make transportation arrangements. |
| | Provide your sponsor with a copy of your PCS orders. Your sponsor will need them to make some of the arrangements for your arrival in the new location. |
| | Obtain official and tourist passports for you and your family members. |
| | If you need more information about your new duty location, ask your sponsor for assistance. Give your mailing address to your sponsor so he/she can send you a Welcome Packet from the local ACS. |
| | Your sponsor can give you information on housing in the new location. Find out what appliances the Government may issue civilians. Decide what's best to bring with you or store until your return. |
| | If you have privately-owned firearms, ask your Transportation Office and your sponsor for information on bringing them overseas. There are restrictions. |
| | Call your local Transportation Office to set up an appointment for shipping your household goods and to obtain information on when and where to ship your car. The sooner you can ship your things, the sooner they will arrive at the new location. It can take 4 to 8 weeks for your car to arrive. When planning to ship a car, keep in mind that you will not get reimbursed for a rental car. You also must now have the original certificate of title or a certified copy of the title. If the vehicle is leased or has a lien, you must also present a letter from the lien-holder authorizing shipment. |
| | Obtain information on car insurance for overseas. Check with your current carrier and check with your sponsor for information on car insurance carriers located overseas. |
| | Your sponsor can set up your new post office box and mailing address with a copy of your PCS orders. Do a change of address at your losing Post Office and notify correspondents. |
| | Provide your sponsor with information needed to make your reservation for temporary housing, billeting, or a local hotel close to your new duty location. Keep in mind, you may not have a car. |
| | Ensure your driver's license is current. You must always maintain a valid stateside license if planning to drive while living overseas. Obtain procedures for renewing your license in future. |
| | Clarify your state's position on paying state income tax while living overseas and obtain forms. |
| | Get routine medical and dental treatments. Ask for copies of all medical records. Bring at least one month's supply of prescription medicine. If you or a family member require any special medical needs, inform your gaining CPAC. |
| | Review information about the Federal health insurance plans for overseas employees. If you currently have an HMO health plan, you must change plans. The CPAC can give you more information. |
| | If you plan to bring your pets, ask your sponsor to help obtain the necessary information on bringing your pet(s). Germany has restricted several breeds of dogs. Most countries require health certificates and some have quarantines. The Government will not pay for pet travel. Check with the airline for flight requirements. You need to know if your pet(s) will be able to stay with you in temporary quarters or if you need to reserve kennel space. |
| | If you have school-age children, ask your sponsor about information on school registration. |
| | If you will be requiring childcare, ask your sponsor for information on how to contact the Child and Youth Services (CYS) Central Enrollment Registration Office. There could be a waiting list. |
| | Paycheck allotments will not transfer. The gaining CPAC will need an SF-1199 for each allotment. |
| | The CPAC can give you information about a salary advance. Decide if you will want an advance. |

HAND-CARRY THE FOLLOWING PAPERS:

Passports	Marriage/Birth Certificates	Current PCS Orders
Shipment Papers	Income Tax Records	Homeowner Documents
Social Security Cards	Children's School Records	Medical Records
Credit Card Information	Insurance Policies	Wills/Legal Documents
State Driver's License	Vehicle Title/Registration	Bank Statements/Account Info
SF-50s, Personnel Actions	Employment/Resume Info	Leave & Earning Statements

